



# KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR - 680 596

PHONE: 0487 - 2207650, 2207664 FAX: 0487 - 2206770

No : 32/37103/2025/B1/Admn-P/KUHS

Date : 06-01-2026

## e-TENDER NOTICE

Competitive tenders are invited for the disposal of Used Answer Booklets, other exam related papers, C D's etc which are dumped in the University Warehouse, as per the terms & conditions mentioned below.

Sl. No	Particulars of Item	Approximate Quantity
1	Used answer Booklets	39,000 Kg
2	Used answer book slips	1500 Kg
3	Thesis	500 Kg
4	Used A4 Sheets	100 Kg
5	Used C D	900 Kg

## Terms and Conditions

1. Before submitting the e-tender, the tenderer can check the above items with the prior permission from the office of the Registrar.
2. Unit Rate/Kilogram should be quoted excluding the applicable GST as per the Government guidelines.
3. The Used Answer Booklets and other official papers should be shredded before loading. The shredding & loading need to be done only during the office hours.
4. The workers and machinery for carrying out the shredding should be arranged by the contractor at his own risk..
5. Approximate quantity of the Used Answer Booklets to be disposed is 39,000 Kg, Used answer book slips 1500 Kg, Thesis 500 Kg, Used A4 Sheets 100 Kg and Used CD 900 Kg and the successful tenderer need to remit 50% of the total estimated cost of this quantity (including applicable GST) to the University Fund within 5 days after getting confirmation letter from the University and receipt for the same should be produced.

Phone : 0487-2207664, 2207642 Fax : 0487 - 2207616, 2207620

e-mail: keralahealthuniversity@gmail.com





6. The remaining 50% of this estimated amount should be remitted to the University Fund, within two days from the date of receipt of Work Order issued from the University.
7. For getting the details regarding the remittance of the amount, the contractor needs to contact the Purchase B/Finance section of the University.
8. If the contractor fails to remit the amount and not undertaking the work within the stipulated time, his EMD will be forfeited to the University Fund.
9. The shredded Used Answer Booklets need to be loaded into the vehicles arranged by the contractor at his own expense and each vehicles should be weighed before and after the loading work, strictly in the presence of the officer authorized by the University. After the weighing process, the vehicle should be brought back to the University Campus. This should be done between 10.00 AM to 4.00 PM on every working day and the vehicles after 4.00 PM will be weighed on the next working day. The vehicle will be permitted to leave the campus only after obtaining permission form the Purchase B section and the security wing, during the office hours.
- 10.If the total weight of the shredded Used Answer Booklets and other exam related materials is exceeding the above said quantities such loads will be permitted to leave the University Campus only after remitting the proportionate amount to the University Fund.
- 11.A penalty of Rs.25/- per day should be levied from the contractor, if he fails to remove the Used Answer Booklets within the stipulated time as per the work order issued.
- 12.The University reserves the right to accept or reject any or all the tenders on valid reasons.
- 13.The firms which have been already blacklisted by the University/Govt. of Kerala/Govt. of India are not eligible to participate in the tender process.
- 14.In case of any dispute that may arise in connection with the work order issued, all legal proceedings shall be instituted in the Court within whose jurisdiction the Registrar voluntarily resides.
15. The contractor shall pay, a **tender document fee of ₹ 1,770/- (Rupees one thousand seven hundred and seventy only) and Earnest Money Deposit of ₹ 8,000/- (Rupees eight thousand only)**.The cost of tender form once paid for this tender is not refundable even if the tender is cancelled at any stage or the tenderer fails to upload his tender. The EMD is required to protect the University against the risk of Contractor's conduct, which would warrant the forfeiture of the security deposit. The tenderer can remit these amounts through the e-Tender Website, Govt. of Kerala.
16. The tenderer needs to sign & execute an **agreement in Kerala stamp paper worth ₹ 200/-** and the same should be scanned and uploaded on the e-Tender Website. A specimen of the agreement is given as annexure to this e-tender notice. Tenders submitted without such agreement will summarily be rejected.
- 17.Rules relevant to the eTender/Auction of the Government of Kerala will also be applicable to this tender.
- 18.After the disposal procedure, the Godown should be cleaned and no waste or other materials should be retained thereafter.

### **General Tender- Terms & Conditions for e-Procurement**

This tender is an e-Tender and is being published online for the disposal of used answer books. The tender is invited in single-cover system from the registered and eligible firms through e-procurement  
Phone : 0487-2207664, 2207642 Fax : 0487 - 2207616, 2207620 e-mail: keralahealthuniversity@gmail.com



portal of the Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders, willing to participate in this tender, shall necessarily register themselves with the above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender, published on [www.etenders.kerala.gov.in](https://www.etenders.kerala.gov.in).

#### A. Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](https://www.cca.gov.in). Once the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](https://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, the bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) or [helpetender@gmail.com](mailto:helpetender@gmail.com) for assistance in this regard.

#### B. Online Tender Process:

The tender process shall consist of the following stages:

1. **Downloading of tender document:** Tender document will be available for free download on [www.etenders.kerala.gov.in](https://www.etenders.kerala.gov.in). However, the tender document fees shall be payable at the time of bid submission, as stipulated in this tender document.

2. **Pre-bid meeting:** Not Applicable.

3. **Publishing of Corrigendum:** All corrigenda shall be published on [www.etenders.kerala.gov.in](https://www.etenders.kerala.gov.in) and shall not be available elsewhere.

4. **Bid submission:** Bidders have to submit their bids along with the supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](https://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

5. In case bidder encounters any technical issues pertaining to e-Procurement system while acting on the tender, computer screen shot of the error message with date & time stamp on the web-browser, along with the query shall be e-mailed by the bidder to the help desk ([helpetender@gmail.com](mailto:helpetender@gmail.com)/ [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in)), for resolution of the problem. At the same time, the matter must be intimated to the concerned Tender Inviting Authority via e-mail.

6. The time taken to ascertain, evaluate and suggest a solution for the problem reported by the bidder may vary from case to case. Hence, the bidders are advised to submit the bid **at least 2 working days before the due date** and the time of bid submission to avoid any last minute issue that may come up.

7. **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. The bids shortlisted by this process will be taken up for opening the financial bid.

8. **Opening of Financial Bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in the critical dates section.

#### C. Documents Comprising Bid



## (1) The First Stage

Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

- i) Preliminary Agreement in ₹ 200/- worth Kerala Stamp paper, duly signed and sealed
- ii) Copy of Pan Card/Aadhaar Card
- iii) Copy of GST Registration, if any

The original/attested copies of all these relevant documents shall be produced within three days, from the date of opening of the tender.

The department doesn't take any responsibility for any technical snag or failure that has taken place during the document upload.

## (2) The Second Stage

The Bidder shall complete the Price bid as per the format given for download along with this tender.

**Note:** The blank price bid should be downloaded and saved on bidder's computer without changing filename otherwise the price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

**Fixed price:** Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid, submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

### D. Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fee of ₹ 1,770/- (**Rupees one thousand seven hundred and seventy only**) and **Earnest Money Deposit of ₹ 8,000/- (Rupees eight thousand only)**. The cost of tender form once paid for this tender is not refundable even if the tender is cancelled at any stage or the tenderer fails to upload his tender. The EMD is required to protect the purchaser against the risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system.

**State Bank of India Multi Option Payment System (SBI MOPS Gateway):** Bidders are required to avail Internet Banking Facility in any of the banks noted below for making tender remittances in e-Procurement System.

During the online bid submission process, the bidder shall select SBI MOPS option and submit the page to view the Terms and Conditions page. On further submitting the same, the e-Procurement system will redirect the bidder to MOPS Gateway, where, two options, namely SBI and Other Banks\* will be shown. Here, the Bidder may proceed as noted below:

- a. **SBI Account Holders** shall click SBI option with its Net Banking Facility, where the bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b. **Other Bank Account Holders** may click 'Other Banks' option to view the bank selection page. Here, the bidders can select from any of the 54 banks to proceed with its Net Banking Facility, for remitting the tender payments.





\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of ₹ 50/- and maximum of ₹ 150/-

\*Bidders, who are using Other Banks option under SBI MOPS Payment Gateway, are advised by the SBI to make online payment 72 hours in advance before the tender closing time.

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier's/contractor's bid will be evaluated only if the payment status against the bidder is showing “success” during the bid opening.

#### **E. SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, the bidders shall submit their Technical and Financial documents online on **[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)** along with the online payment of tender document fees and EMD.

It is necessary to click on “Freeze bid” link/icon to complete the process of bid submission, otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during the bid opening process.

Note: Highest of the quoted rates will be decided and work order will be issued accordingly. The quoted rate should be exclusive of applicable GST. Store Purchase Rules of Government of Kerala will be applicable to the tender.

For details, contact: 0487-220 7716, 7758, log on to [www.kuhs.ac.in](http://www.kuhs.ac.in) OR [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)

For more details regarding the last date for the receipt of e-Tenders, log on to **[www.kuhs.ac.in](http://www.kuhs.ac.in)** .or **[www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)**.

**REGISTRAR**

To

The System Manager (to publish the notice through the university website)

Copy to:

PA to CE /AR, Exam Store

Sergeant (to display the notice on the University Notice Board)